

OF-288 Sample for DOI Agencies

Hired At:

Employee Common Identifier:

Ensure ECI is entered correctly in Block 2.

Ensure Block 6 is entered with Unit Identifier.

Casual Information:

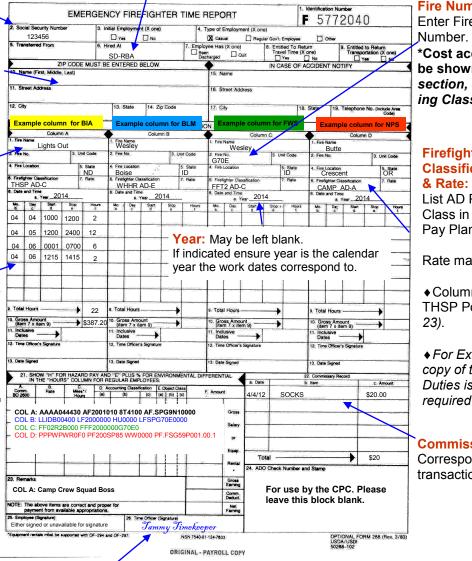
Ensure full legal name is legible

Address may be left blank. Official address is taken from the W-4

Fire name and fire code: Ensure fire name and fire code in full cost string match (per Fire Code System).

Time Posting Columns:

- ♦ Post hours in military time.
- ♦ Post time in 15 minute increments
- ♦ If shift passes through midnight from one day to the next, be sure to show ending time at 2400 and starting time on next day at 0001. Example Column A Line 2 & 3.



Fire Number:

Enter Fire Code or Project

*Cost accounting data may be shown in the Remarks section, or in the Accounting Classification section.

Firefighter Classification

List AD Position Code and Class in Block 6 per the AD Pay Plan.

Rate may be left blank.

- ♦ Column A: example for THSP Position (See block
- ♦ For Exception Positions, a copy of the Description of Duties is required for payment.

Commissary:

Corresponds to the date of transaction.

Signatures:

Ensure the original Time Officer signature (or signature stamp) is complete in *Block 26*. Employee signature (casual) either signed or unavailable for signature in Block 25.

^{*} Note: The agency specific column has been separated for each agency, BIA, BLM, FWS and NPS to better outline agency specific example codes.